

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Town Hall Meeting Room A
Tuesday, March 22, 2016 at 7:00 P.M.**

MEMBERS PRESENT: Tim Rainville, Peter Ellsworth, Richard Canavan, Stewart Morse

MEMBERS ABSENT: Roger Gale

OTHERS PRESENT: Kristi Stabley

1. CALL TO ORDER:

The meeting was called to order by Chairman Peter Ellsworth at 7:00 P.M.

2. APPROVAL OF THE SPECIAL MEETING MINUTES OF FEBRUARY 26, 2016:

MOTION BY PETER ELLSWORTH TO TABLE THE MINUTES OF FEBRUARY 26, 2016 TO THE NEXT REGULARLY HELD MEETING. SECONDED BY TIM RAINVILLE. ALL IN FAVOR.

3. CITIZEN COMMENTS: None

4. NEW BUSINESS:

A. PUMPING STATION PREVENTIVE MAINTENANCE PROGRAM:

Preventive maintenance to be tables until all members are present at meeting.

1. Tim Rainville called Waste & Water and ordered the spare pump and also scheduled the replacement of the impeller and volute on the exsisting pumps. Tim will follow up on the repairs date and time.

B. IDENTIFY BUDGET PREPARATION MEETING FOR 2016-2017 FY: Peter and Stewart plan on meeting on April 5, 2016 at 2:00 P.M. at the Town Hall to discuss the WPCA finances, in detail, to prepare the budget before the next regularly held meeting.

C. INVESTIGATE CLOSER TIES WITH PUTNAM W.P.C.A.: The members agreed to table this discussion until the special meeting minutes of February 26, 2016 have been approved.

5. OLD BUSINESS:

A. METER READING DEVELOPMENT UPDATE: Kristi has gathered all of the sizes of the meters and pipes from all of the metered customers.

The members all agree that the flume at the Woodstock Agricultural Society along with the flume on Peake Brook Road need to be calibrated. Tim volunteered to facilitate the flumes getting calibrated.

6. SYSTEM MAINTENANCE UPDATE: The members asked Kristi to contact Deep 6 Plumbing

and Heating concerning Bruce Williams past 2 years of Grinder Pump repair list. Stewart asked if both a letter and follow-up phone call be done.

7: FLOW REPORTS:

**A. WEEKLY METER READING OF MAIN LINE WASTE WATER FLOW TO PUTNAM
FY 2015-2016:** No new updates at this time.

B. WATER METER READINGS FOR FY 2015-2016: The members asked Kristi to work on a condensed graph of the quarterly readings for easier reading.

TIM RAINVILLE LEAVES MEETING AT 8:14 P.M.

8. CITIZEN COMMENT: None.

9. PAYMENT OF THE BILLS:

A. BUDGET CATEGORY DESIGNATIONS:

WPCA MARCH 22, 2016 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
Eversource----Account# 51942724014	500.00.224.00 Lift Station Power	\$389.13
Frontier Communications Account# 860-928- 3192111198-5	500.00.225.00 Lift Station Telephone Service Frontier	\$33.02
LeClairRyan----Invoice# 698221 Abandonment of Easements, Planning and Zoning.	500.00.212.00 WPCA Legal Services	\$115.00
Woodstock Town Clerk-- --Account # 41	500.00.006.00 Recording Fees Town Clerk	\$10.00
TOTAL AMOUNT DUE: \$ 547.15		

Peter Ellsworth identified the following bills for consideration by the Authority:
**MOTION BY STEWART MORSE TO APPROVE PAYMENT OF THE BILLS AS
PRESENTED. SECONDED BY RICHARD CANAVAN. ALL IN FAVOR.**

10. CORRESPONDENCE: None.

11. REVIEW OF MEMBER FOLLOW-UP ACTIVITIES FOR THE NEXT MEETING

- Kristi to follow-up on reading meters
- Tim recalibration of flumes
- Kristi read Woodstock Agricultural Societies meter and Crabtree & Evelyn

- Kristi contact Deep 6 concerning grinder pump repair list
- Peter meet with Stewart concerning budget

12. ADJOURNMENT

MOTION BY STEWART MORSE TO ADJOURN THE MEETING. SECONDED BY RICHARD CANAVAN . ALL IN FAVOR.

The meeting was adjourned at 8:19 P.M.

Respectfully Submitted

Kristi Stabley
WPCA Executive Administrator